

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

1.	Date project approved:	
2.	Project owner:	
3.	Total number of rental units:	
	Total number of HOME-assisted rental units:	
4.	Are HOME-assisted units fixed or floating? <i>(Circle one)</i>	
	Fixed	Floating
5.	Were unit costs determined by proration of costs or actual unit cost? <i>(Circle one)</i>	
	Comparable	Actual
6.	Funding sources <i>(list sources and amounts):</i>	

**II. PROJECT DOCUMENTATION**

Check the project file to verify that the documents below have been submitted. For documents that have not yet been executed at the time of review, make a note that they must be submitted prior to final payment.

ARE ITEMS IN PROJECT CASE FILE?	ANSWER		NOTES
	Y	N	
1. Program Application			
2. Project Underwriting Worksheet			
3. Relocation Notice			
4. Affirmative Marketing Plan			
5. Initial Inspection Form			
6. Owner/Developer HOME Written Agreement			
7. Rent Disclosure Form			
8. Appraisal/Market Analysis			
9. Environmental Clearance			
10. Subsidy Layering Review Certification (if applicable)			
11. Loan Documents and Deed Restrictions			
12. IDIS Set-up			
13. Work Write-Up/Cost Estimate			
14. Contractor Bid Documents			
15. Contractor Eligibility Form			
16. Contractor's Certificate of Insurance			
17. Evidence of Contractor Licensure			
18. Debarment List			
19. Pre-construction Conference Report (optional)			
20. Lead-based Paint Compliance Documentation			
21. New Construction or Rehabilitation Contract			
22. Notice to Proceed			
23. Approved Change Orders (if applicable)			
24. Contractor Payment Requests/Authorizations			
25. Payment Certifications			
26. Documentation of Final Inspection			
27. Waiver of Liens from All Contractors and Suppliers			
28. Receipt of Final Payment Form			
29. IDIS Project Completion			

## III. FILE REVIEW

QUESTIONS	ANSWER		COMMENTS/ ACTIONS REQUIRED
	Y	N	
<b>A. PROJECT RECORD KEEPING</b>			
1. Based on the checklist on the previous page, is the project case file complete?			
<b>B. PROPERTY REQUIREMENTS</b>			
2. Is the property an eligible property type?			
3. Do the borrowers have 100 percent interest in the property and own the property fee simple?			
4. Does the project's HOME subsidy exceed \$1000 per unit?			
5. Is the project's HOME subsidy under the maximum?			
6. If units are not comparable, was a unit-by-unit cost allocation system used? (See HUD CPD Notice 98-02 for additional guidance on cost allocation.)			
7. If a cost allocation system was used, does sufficient documentation exist to support the cost allocation?			
8. Was any funding leveraged from non-HOME sources?			
9. Does the loan document (or other legal document) state whether the HOME-assisted units are fixed or floating?			
10. If the floating designation was used, are the rental units comparable?			
<b>C. PROPERTY STANDARDS</b>			
11. Do work write-ups, change orders, and inspection documentation indicate that the following property standards were met? a. State Rehabilitation Standards b. Local Codes and Standards c. Section 8 HQS (if applicable)			
<b>D. ELIGIBLE COSTS</b>			
12. Does the project documentation—work write-ups, change orders, etc.—demonstrate that all costs were eligible under the HOME Program?			
<b>E. CONTRACTOR SELECTION</b>			
13. Was the bid selected consistent with the work write-up/cost estimate?			

QUESTIONS	ANSWER		COMMENTS/ ACTIONS REQUIRED
	Y	N	
14. Was the bid selected cost reasonable—e.g., within 10 percent of the original cost estimate?			
15. Was the contractor selected cleared from any debarment lists?			
16. Did the contractor selected have appropriate insurance and licensing?			
<b>F. CONSTRUCTION MANAGEMENT</b>			
17. Does the project file demonstrate that inspections were performed prior to contractor payment?			
18. Do inspection and payment documentation show all work was satisfactorily performed prior to payment?			
19. Did the contractor payment requests include adequate documentation of costs and work performed?			
20. Were all changes to the scope of work in the construction contract documented with written change orders signed by the contractor and the owner?			
21. Was a Release of Liens granted before final contractor payment?			
22. Was retainage withheld from each payment and paid after all work was completed?			
23. Was a final code inspection performed?			
<b>G. ON-SITE INSPECTION</b>			
24. Does the project appear to meet applicable property standards?			
25. Was all work detailed in the rehabilitation contract completed satisfactorily?			
26. Was all work documented in the payment request completed?			
27. Are units designated as comparable similar in size, number of bedrooms, and amenities?			